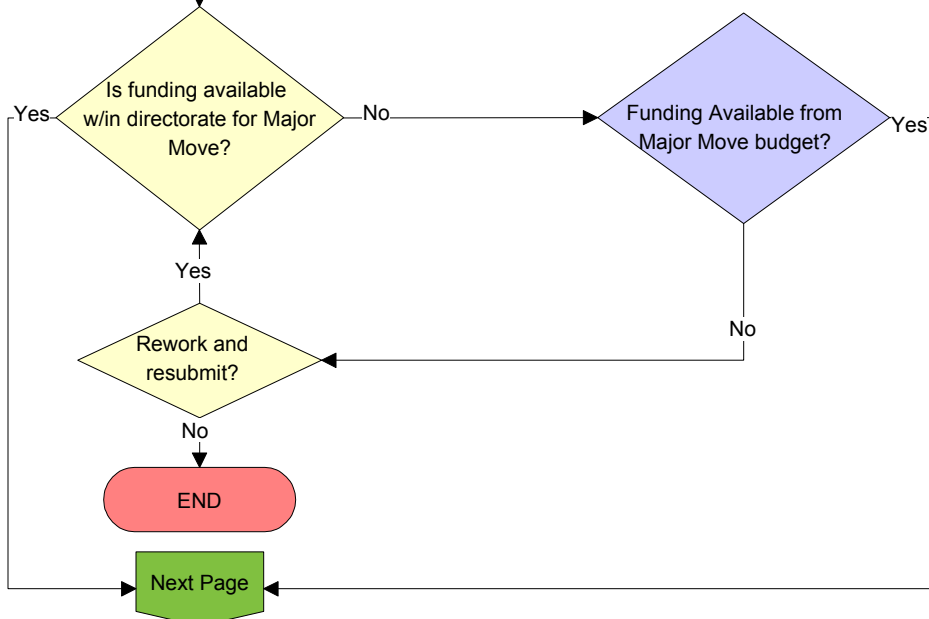
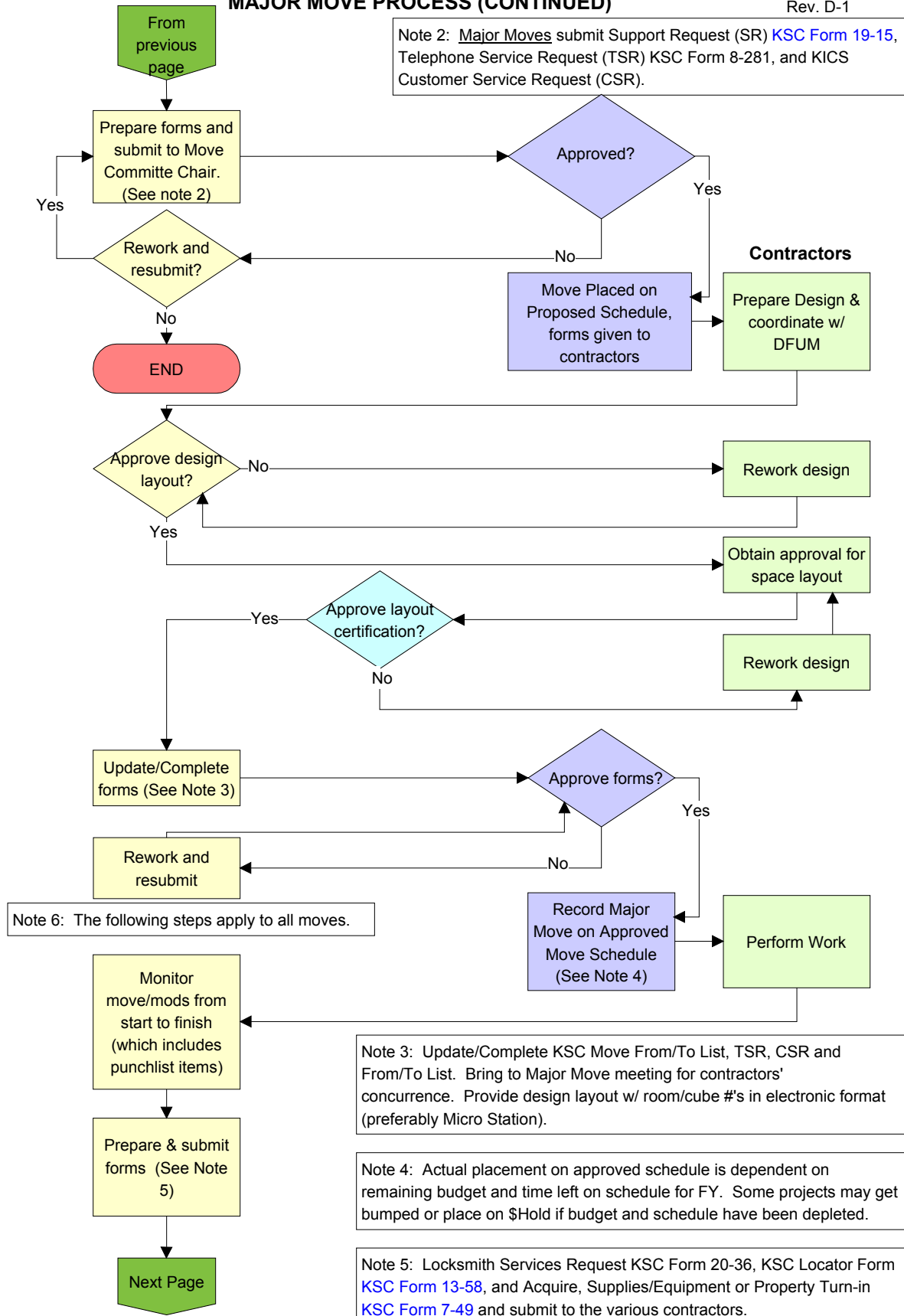
**Objectives:**

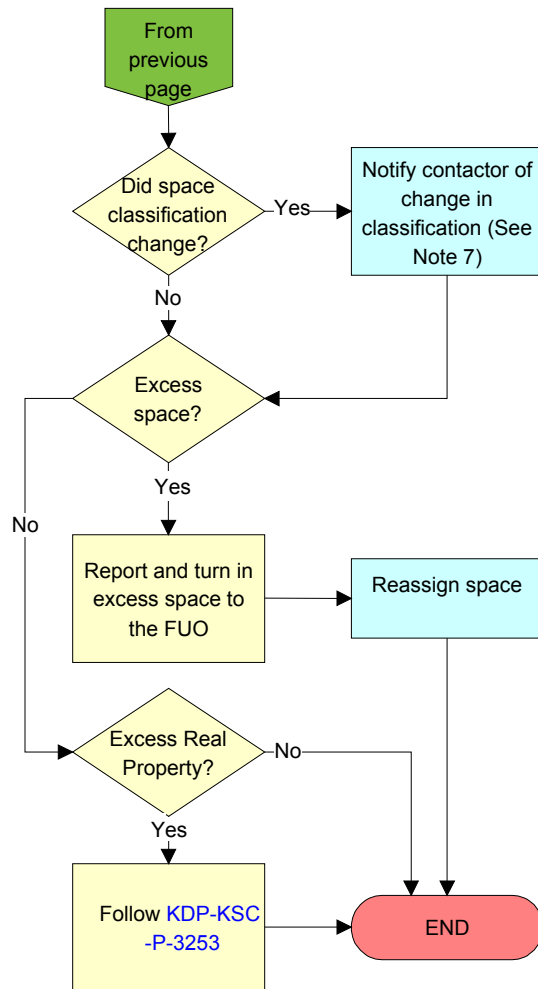
1. to validate request for facility space using [KNPR 8830.1](#) as a guide
2. to coordinate moves to better manage available resources

Approved: \_\_\_\_\_  
Deputy Director

Note 1: Follow [KDP-KSC-P-1304](#) process for approval

**Move Committee Chair**

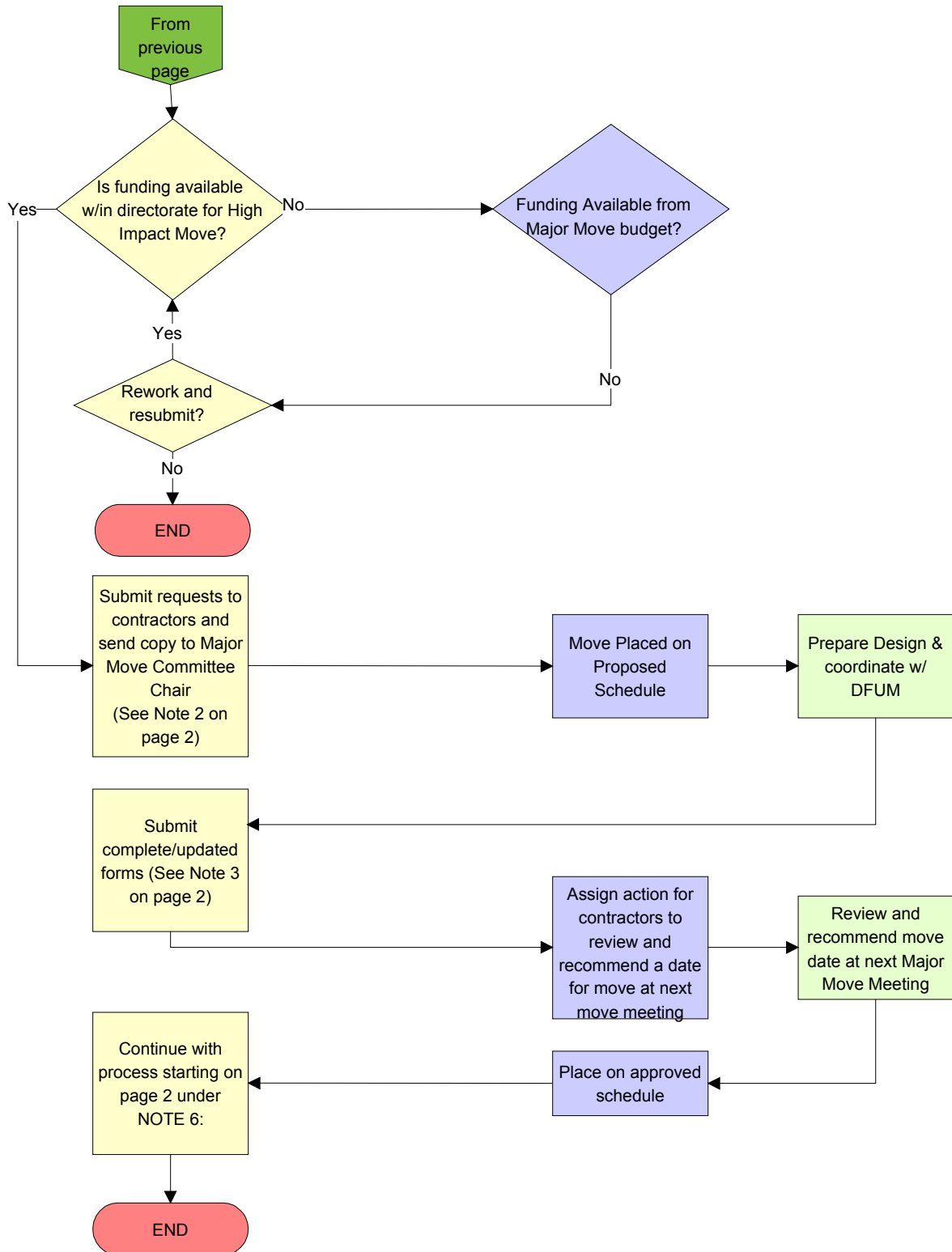
**MAJOR MOVE PROCESS (CONTINUED)**



Note 7: Follow [KDP-P-1299](#)

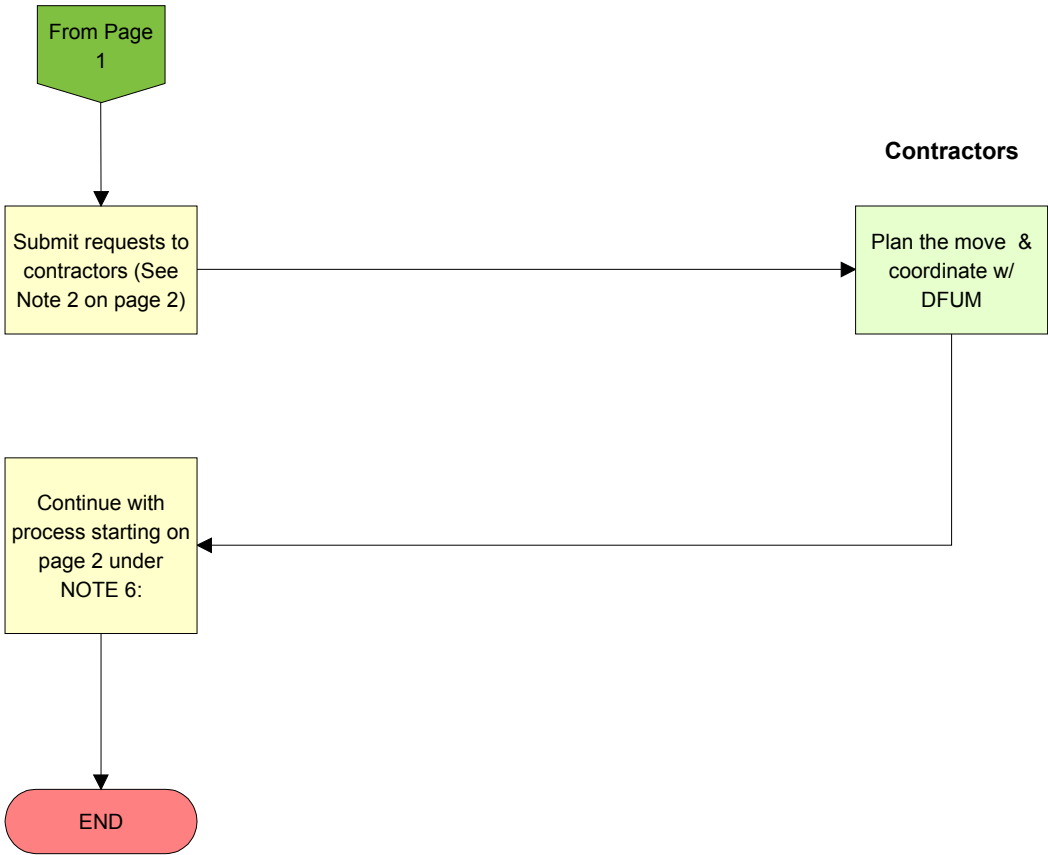
## HIGH IMPACT MOVE PROCESS

KDP-KSC-P-1311  
Rev. D-1



MINOR MOVE PROCESS

KDP-KSC-P-1311  
Rev. D-1



### **Guidelines**

- The DFUM is the point of contact for all move and modification requirements. Contractor requesters should refer to their internal operating procedures when requesting a move.
- DFUMs must attend Move Committee Meetings or send a representative.
- DFUMs, directorates, and contractors must follow [KNPR 8830.1](#), Section 12 and Appendix G, and the applicable KDPs.
- All Major Moves must be brought to the Major Move Committee Meeting along with the SR, Environmental Checklist, TSR and CSR.
- High Impact Moves must be brought to the Move Committee Meeting for coordination along with the TSR and CSR.
- High Impact Moves and Major Moves/mods will be bumped off the Major Move list if all finalized information is not to the contractors 2 weeks prior to the start date of the job.

### **Definitions**

- Mod Changes physical configuration of the space.
- Major Moves involve significant support to perform mods and/or movement of boxes and furniture. These moves also include comm, phones, and computers. Major Moves are presented by the DFUM at the Major Move Committee Meeting. These moves are prioritized by the Major Move Committee. Major Moves take approximately 6 weeks to design before a schedule date can be assigned. Number of week restrictions does not apply to these moves, they are budget driven. Some major moves may not require SGS support.
- Minor Moves generally involve box moves of 5 or less people with minimal furniture, phone, comm, and computer moves. Minor Moves are called in by the DFUM. If over 5 people are moving, bring to Major Move Committee Meeting. Minor moves are completed within 30 days.
- High Impact Moves could involve 6 or more people with no mods. However, in addition to the movement of boxes and furniture, it could have a major impact on computer, comm and phone support and also on the Major Move Schedule. High Impact Moves are presented at the Major Move Committee Meetings for coordination, determination of impact, and possible addition to the Major Move Schedule for tracking purposes only. High Impact Moves take an average of 2 weeks to evaluate the work before a schedule date can be assigned and then will be scheduled no earlier than 4 weeks from the date of assignment.

### **JBOSC Type 2 (includes Minor Moves) Metrics**

#### Routine

Response Within 30 Days

Completion Within 60 Days

#### Urgent

Response Not specified

Mitigation Within 72 hours

Completion Within 20 days

#### Emergency

Response Within 12 hours

Mitigation Within 24 hours

Completion Within 10 days